

EDITED TASK LISTING

CLASS: PROPERTY CONTROLLER I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

	Task
1.	Accounting for receipt of equipment/property and marking/tagging to identify and establish an inventory (accountability) of state equipment/property within the facility utilizing an automated database system, forms, etc., in accordance with established guidelines, State Administrative Manual (SAM), Departmental Operation Manual (DOM), etc.
2.	Assists in the development within the facility of improved property procedures and forms to be used to promote uniformity/standardization utilizing an automated database system, best practices, etc., and implementation of departmental directives in accordance with DOM or established guidelines.
3.	Establishes and maintains or may supervise the maintenance of property accounts and records (location of property for the facilities in accordance with established state guidelines, SAM, DC etc.) utilizing an automated database system, forms, etc.
4.	In order to maximize utilization of equipment/property recommends repair, refurbishing, and/or proper disposition of equipment/property utilizing available resources, forms, etc., in accordance with DOM, SAM, and established guidelines.
5.	Informs appropriate personnel of guidelines concerning the care and movement of equipment/property to maintain accountability utilizing various means of communication (e.g., email, memos, verbal discussions, etc.) in accordance with established guidelines, SAM, DOM etc.
6.	Issues equipment/property to the authorized locations to complete the receiving process utilizing various forms and material handling equipment (e.g., forklift, pallet jack, etc.) in accordance with established guidelines.
7.	May maintain vehicle registration documents (exempt and non-exempt), vehicle home storage requests/permits and prepares Department of Motor Vehicle transaction forms to process and secure vehicle registration to establish accurate ownership records for the facility utilizing an automated database system, various forms, etc., in accordance with the California Vehicle Code Department of General Services Office of Fleet Administration, SAM and DOM.
8.	Performs, schedules and/or coordinates a triennial physical inventory at the facility to maintain accountability and reconcile equipment/property records to an automated database system utilizing inventory forms, database listings, etc., in accordance with DOM and SAM.
9.	Prepares mandated reports, as required or upon request, for various entities (e.g., warden, accounting, Inmate Services, etc.) to provide information as it relates to equipment/property inventory utilizing an automated database system and various forms.
10.	Receives requests for equipment/property from various staff and completes requests by utilizing stock on hand and/or makes recommendation for acquisition of requested items to appropriate personnel in accordance with established guidelines.
11.	Reconciles discrepancies resulting from physical inventory of the facility to maintain an accurate equipment/property record utilizing various forms, database system listings, etc., in accordance with DOM, SAM, and established guidelines.
12.	Records the transfer (intra and inter) of equipment/property to various locations to maintain accountability by utilizing an automated database system and forms in accordance with DOM, SAM, and established guidelines.

EDITED TASK LISTING

CLASS: PROPERTY CONTROLLER I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

	Task
13.	Coordinates office moves within the facility utilizing all available resources, material handling equipment, vehicles, etc., to effect a smooth transition and minimize the loss of staff time, as directed.
14.	Establishes and/or make recommendations to appropriate personnel for items to be maintained stock on hand (e.g., furniture, office equipment, etc.) for issuance upon request utilizing various request forms, memos, etc., in accordance with SAM and established guidelines.
15.	Inspects and searches inmates and premises for contraband, such as weapons or illegal drugs, to promote a safe and secure work environment in accordance with the California Code of Regulations (CCR) Title 15..
16.	Maintains order, prevents escapes and injury by inmates to themselves or others and the destruction of property by directly supervising and observing inmate behavior to promote a safe and secure work environment in accordance with the CCR Title 15.
17.	Schedules repairs of office equipment (e.g., copiers, typewriters, word processors, calculators, etc.) within the facility to return equipment to good working order utilizing available resources upon request.
18.	Trains, directs, supervises and monitors the work of inmates in the methods of tagging, storing and housekeeping of equipment/property and ensure compliance with the Injury Illness Prevention Program (IIPP) to facilitate accurate record keeping and promote a safe work environment utilizing hands on instruction, duty statement, and the IIPP manual in accordance with the Inmate Work Training Incentive Program (IWTIP).